

CITY OF HIALEAH



SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

2016-2017, 2017-2018 and 2018-2019

Technical Revisions approved 11/13/18

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I. Program Details:

A. Name of the participating local government:

CITY OF HIALEAH

Is there an Interlocal Agreement: Yes _____ No X _____

B. Purpose of the program:

1. To meet the housing needs of the very low, low and moderate income households;
2. To expand production of and preserve affordable housing; and
3. To further the housing element of the local government comprehensive plan specific to affordable housing.

C. Fiscal years covered by the Plan: 2016-2017, 2017-2018 and 2018-2019

D. Governance:

The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37, Florida Administrative Code. Cities and Counties must be in compliance with these applicable statutes, rules and any additional requirements as established through the Legislative process.

E. Local Housing Partnership:

The SHIP Program encourages building active partnerships between government, lenders, builders and developers, real estate professionals, advocates for low-income persons and community groups.

F. Leveraging:

The Plan is intended to increase the availability of affordable residential units by combining local resources and cost saving measures into a local housing partnership and using public and private funds to reduce the cost of housing. SHIP funds may be leveraged with or used to supplement other Florida Housing Finance Corporation programs and to provide local match to obtain federal housing grants or programs.

G. Public Input:

Public input was solicited through face to face meetings with housing providers, social service providers and local lenders and neighborhood associations. Public input was solicited through the local newspaper in the advertising of the Local Housing Assistance Plan and the Notice of Funding Availability.

H. Advertising and Outreach:

SHIP funding availability shall be advertised in a newspaper of general circulation and periodicals serving ethnic and diverse neighborhoods, at least 30 days before the beginning of the application period. If no funding is available due to a waiting list, no notice of funding availability is required.

I. Waiting List/Priorities:

A waiting list will be established when there are eligible applicants for strategies that no

longer have funding available. Those households on the waiting list will be notified of their status. Applicants will be maintained in an order that is consistent with the time applications were submitted as well as any established funding priorities as described in this plan. Priorities for funding described/listed here apply to all strategies unless otherwise stated in the strategy:

Waiting list is kept in a log and backed up on the computer to make sure there's consistency with the waiting list log. The City gives priority for households with Special Needs and the elderly.

J. Discrimination:

In accordance with the provisions of ss.760.20-760.37, it is unlawful to discriminate on the basis of race, color, religion, sex, national origin, age, handicap, or marital status in the award application process for eligible housing.

K. Support Services and Counseling:

Support services are available from various sources. Available support services may include but are not limited to: Homeownership Counseling (Pre and Post), Credit Counseling, Tenant Counseling, Foreclosure Counseling and Transportation.

L. Purchase Price Limits:

The sales price or value of new or existing eligible housing may not exceed 90% of the average area purchase price in the statistical area in which the eligible housing is located. Such average area purchase price may be that calculated for any 12-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs. The sales price of new and existing units, which can be lower but may not exceed 90% of the median area purchase price established by the U.S. Treasury Department or as described above.

The methodology used is:

 X U.S. Treasury Department
 Local HFA Numbers

M. Income Limits, Rent Limits and Affordability:

The Income and Rent Limits used in the SHIP Program are updated annually by the Department of Housing and Urban Development and posted at www.floridahousing.org.

Affordable means that monthly rents or mortgage payments including taxes and insurance do not exceed 30 percent of that amount which represents the percentage of the median annual gross income for the households as indicated in Sections 420.9071, F.S. However, it is not the intent to limit an individual household's ability to devote more than 30% of its income for housing, and housing for which a household devotes more than 30% of its income shall be deemed Affordable if the first institutional mortgage lender is satisfied that the household can afford mortgage payments in excess of the 30% benchmark and in the case of rental housing does not exceed those rental limits adjusted for bedroom size.

N. Welfare Transition Program:

Should an eligible sponsor be used, a qualification system and selection criteria for applications for Awards to eligible sponsors shall be developed, which includes a description that demonstrates how eligible sponsors that employ personnel from the Welfare Transition

Program will be given preference in the selection process.

O. Monitoring and First Right of Refusal:

In the case of rental housing, the staff and any entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides periodic monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility. However, any loan or grant in the original amount of \$10,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored annually for no less than 15 years or the term of assistance whichever is longer unless as specified above.

Eligible sponsors that offer rental housing for sale before 15 years or that have remaining mortgages funded under this program must give a first right of refusal to eligible nonprofit organizations for purchase at the current market value for continued occupancy by eligible persons.

P. Administrative Budget:

A line-item budget of proposed Administrative Expenditures is attached as Exhibit A. **CITY OF HIALEAH** finds that the moneys deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan. **Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, states:** "A county or an eligible municipality may not exceed the 5 percent limitation on administrative costs, unless its governing body finds, by resolution, that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan." **Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, further states:** "The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5 percent of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(19), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs." The applicable local jurisdiction has adopted the above findings in the resolution attached as Exhibit E.

Q. Program Administration:

Administration of the local housing assistance plan will be wholly performed and maintained by the CITY OF HIALEAH.

R. Project Delivery Costs:

The City is currently not charging a delivery cost at this time.

S. Essential Service Personnel Definition:

Counties and eligible municipalities are required to include a definition of Essential Services Personnel as noted in Rule Chapter 67-37.002(8) F.A.C., Chapter 67-37.005(10), F.A.C. and Section 420.9075(3), F.S.

F.A.C. Essential Services Personnel:

Essential service personnel are defined as City of Hialeah sworn fire personnel, sworn police officers, and state certified teachers.

- T. Describe efforts to incorporate Green Building and Energy Saving products and processes:
 Energy conservation and other green feature strategies will be implemented into all Rehabilitation and Reconstruction projects. This includes but is not limited to higher efficiency HVAC units, programmable thermostats, tank-less water heaters, energy conserving window and doors, a higher value of wall and attic insulation, low-flow plumbing fixtures and all applicable appliances to be Energy Star Rated.
- U. Describe efforts to meet the 20% Special Needs set-aside: On our waiting list, we have a section marked for Special Needs households. The City focuses on helping out Special Needs households and elderly first. In conjunction with CDBG and ESG, were in contact with two agencies, SCLAD (Spinal Cord Living-Assistance Development Inc.) and Citrus Health that will refer homeowners to our department for any Special Needs assistance. Alliance for Aging is another agency that The City is in contact with that can refer Citizens to our department as well. Also if a homeowner calls the Mayor's office needing Special Needs assistance, they would be referred to our office as well.
- V. Describe efforts to reduce homelessness: If there are any homeowners or Citizens that call our office, with issues regarding homelessness or the possibility of becoming homeless we refer them to Citrus Health. They are an agency that provides help for Citizens with homelessness issues, provided that the Citizens qualify for the help.

Section II. LHAP Strategies:

A.

NAME OF STRATEGY: OWNER OCCUPIED REHABILITATION	CODE 3
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- a. Summary of Strategy:
 Rehabilitation of single family residences; for homeowners that occupy the home as their primary residence. This program assists homeowners in eliminating code violations by addressing issues with structural, electrical, mechanical, plumbing and roofing components of the home.
- b. Fiscal Years Covered: 2016-2017, 2017-2018 and 2018-2019
- c. Income Categories to be served: very low and low.
- d. Maximum award: \$80,000. For improvements limited to disaster mitigation only, the maximum award is \$20,000.
- e. Terms:
1. Loan/deferred loan/grant: deferred payment loan secured by a recorded mortgage and note. When an applicant receives disaster mitigation improvements only, assistance will be provided in the form of a grant.

2. Interest Rate: 0%
 3. Term: Twenty years
 4. Forgiveness/Repayment: Forgiven at 5% per year.
 5. Default/Repayment: Default occurs if property is sold, rented or the property fails to be the primary residence during the twenty-year term. In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible Heir who will occupy the home as primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
- f. Recipient Selection Criteria:
Applicants will be selected from a waiting list on a first qualified, first served basis. Priority will be given to persons with Special Needs as defined in Rule Chapter 67-37.002 (21) FAC and persons who have emergency repairs such as hazardous plumbing, electrical, roofing or structural damage and then elderly very low and low income households.
- g. Sponsor/Developer Selection Criteria: In 2019, the City of Hialeah will use an RFA process, to select a for-profit or nonprofit corporation(s), individual(s), or partnership(s) to carry out this strategy. The selection criteria outlined in the RFA includes, but is not limited to, organizational capacity, performance delivery plan, financial capacity, past experience and must demonstrate the necessary knowledge, and experience to effectively provide the services required by the City. Preference will be given in the selection process to sponsors that employ personnel from Florida's Welfare Transition Program.
- h. Additional Information: Mobile homes and trailers are not eligible for assistance under this strategy. Applicants who receive disaster mitigation improvements only, will not be required to carry homeowner's insurance.

B.

NAME OF STRATEGY: DEMOLITION/RECONSTRUCTION	CODE 4
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- a. Summary of Strategy: Property must be owner occupied, with or without existing mortgages. The existing structure must be determined to be unsafe structure (which is at least 70% deteriorated and the cost estimated to repair the existing structure is over 50% of what the current assess value on the property taxes is), in accordance with the Florida Building Code by the Building Official and the housing inspector. The building must be a single family residence. The new structure will be built on the same lot. If there's a mortgage, the City will get clearance and approval from the Mortgaging Company to do demolition/reconstruction.

- b. Fiscal Years Covered: 2016-2017, 2017-2018 and 2018-2019
- c. Income Categories to be served: very low and low.
- d. Maximum award: \$250,000.
- e. Terms:
 - 1. Loan/deferred loan/grant: Deferred payment loan secured by a mortgage and note.
 - 2. Interest Rate: 0%
 - 3. Term: Twenty years.
 - 4. Forgiveness/Repayment: Forgiven at 5% per year.
 - 5. Default/Recapture: Due if property is sold, rented or the property fails to be the primary residence during the twenty-year term. In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible Heir who will occupy the home as primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
- f. Recipient Selection Criteria:
Applicants will be selected from a waiting list on a first qualified, first served basis. Priority will be given to persons with Special Needs as defined in Rule Chapter 67-37.002 (21) FAC and then elderly very low and low income households.
- g. Sponsor/Developer Selection Criteria: In 2019, the City of Hialeah will use an RFA process, to select a for-profit or nonprofit corporation(s), individual(s), or partnership(s) to carry out this strategy. The selection criteria outlined in the RFA includes, but is not limited to, organizational capacity, performance delivery plan, financial capacity, past experience and must demonstrate the necessary knowledge, and experience to effectively provide the services required by the City. Preference will be given in the selection process to sponsors that employ personnel from Florida's Welfare Transition Program.
- h. Additional Information: Mobile homes and trailers are not eligible for assistance under this strategy.

C.

NAME OF STRATEGY: PURCHASE ASSISTANCE	CODE 2
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- a. Summary of the Strategy: Down payment; and closing cost for new and existing housing for first time homebuyer. A first time homebuyer is defined as an

individual who has had no ownership in a principal residence during the 3-year period ending on the date of purchase of the property. This includes a spouse (if either meets the above test, they are considered **first-time** homebuyers). A single parent who has only owned with a former spouse while married.

- b. Fiscal Years Covered: 2016-2017, 2017-2018 and 2018-2019
- c. Income Categories to be served: very low, low and moderate income.
- d. Maximum award: \$20,000.00
- e. Terms:
 - 1. Loan/deferred loan/grant: deferred payment loan; secured by a mortgage and note.
 - 2. Interest Rate: 0%
 - 3. Term: Twenty years.
 - 4. Forgiveness/Repayment: Forgiven at 5% per year.
 - 5. Default/Recapture: Due if property is sold, rented or the property fails to be the primary residence during the twenty-year term. In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible Heir who will occupy the home as primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
- f. Recipient Selection Criteria: Applicants will be processed on a first qualified, first served basis; from a waiting list and/or and from participating lender referrals. Priority will be given to households with Special Needs and then elderly very low and low-income persons.
- g. Sponsor/Developer Selection Criteria: In 2019, the City of Hialeah will use an RFA process, to select a for-profit or nonprofit corporation(s), individual(s), or partnership(s) to carry out this strategy. The selection criteria outlined in the RFA includes, but is not limited to, organizational capacity, performance delivery plan, financial capacity, past experience and must demonstrate the necessary knowledge, and experience to effectively provide the services required by the City. Preference will be given in the selection process to sponsors that employ personnel from Florida's Welfare Transition Program.
- h. Additional Information: Mobile homes and trailers are not eligible for purchase under this strategy.

D.

NAME OF STRATEGY: DISASTER REPAIR/MITIGATION

CODE 5

- a. **Summary of Strategy:** The Disaster Strategy provides assistance to households following a disaster as declared by Executive Order of the President of the United States or Governor of the State of Florida. This strategy will only be implemented in the event of a disaster using any funds that have not yet been encumbered or additional disaster funds issued by Florida Housing Finance Corporation. Funds will be used to fund emergency storm related repairs including but not limited to: purchase emergency supplies, weatherproof homes, repairs to avoid further damage, repairs to make the housing unit habitable and post disaster assistance with noninsured repairs and rehabilitation.
- b. **Fiscal Years Covered:** 2016-2017, 2017-2018 and 2018-2019
- c. **Income Categories to be served:** very low and low.
- d. **Maximum award:** \$20,000.00
- e. **Terms:**
 1. **Loan/deferred loan/grant:** Deferred payment loan secured by a note and mortgage.
 2. **Interest Rate:** 0%
 3. **Term:** Twenty years.
 4. **Forgiveness/Repayment:** Forgiven at 5% per year.
 5. **Default/Recapture:** Due if property is sold, rented or the property fails to be the primary residence during the twenty-year term. In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible Heir who will occupy the home as primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
- f. **Recipient Selection Criteria:** Applicants will be processed on a first qualified, first served basis. Priority will be given to households with Special Needs and then very low and low-income persons.
- g. **Sponsor/Developer Selection Criteria:** In 2019, the City of Hialeah will use an RFA process, to select a for-profit or nonprofit corporation(s), individual(s), or partnership(s) to carry out this strategy. The selection criteria outlined in the RFA includes, but is not limited to, organizational capacity, performance delivery plan, financial capacity, past experience and must demonstrate the necessary knowledge, and experience to effectively

provide the services required by the City. Preference will be given in the selection process to sponsors that employ personnel from Florida's Welfare Transition Program.

- h. Additional Information: Mobile homes and trailers are not eligible for purchase under this strategy.

E.

NAME OF STRATEGY: SPECIAL NEEDS BARRIER REMOVAL	CODE 11
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- a. Summary of Strategy: Special needs strategy provides assistance to families in owner occupied units that have special needs. For instance needing a ramp or making a bathroom more accessible for any household member needing accessibility.
- b. Fiscal Years Covered: 2016-2017, 2017-2018 and 2018-2019
- c. Income Categories to be served: very low and low.
- d. Maximum award: \$20,000.00
- e. Terms:
1. Loan/deferred loan/grant: Deferred payment Loan secured by a mortgage and note.
 2. Interest Rate: 0%
 3. Term: Twenty years.
 4. Forgiveness/Repayment: Forgiven at 5% per year.
 5. Default/Recapture: Default occurs if property is sold, rented or the property fails to be the primary residence during the twenty-year term. In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible Heir who will occupy the home as primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
- f. Recipient Selection Criteria: Applicants will be processed on a first qualified, first served basis. Priority will be given to persons with Special Needs and then elderly very low and low-income persons.
- g. Sponsor/Developer Selection Criteria: In 2019, the City of Hialeah will use an RFA process, to select a for-profit or nonprofit corporation(s), individual(s), or partnership(s) to carry out this strategy. The selection criteria outlined in the RFA includes, but is not limited to, organizational

capacity, performance delivery plan, financial capacity, past experience and must demonstrate the necessary knowledge, and experience to effectively provide the services required by the City. Preference will be given in the selection process to sponsors that employ personnel from Florida's Welfare Transition Program.

- h. Additional Information: Mobile homes and trailers are not eligible for this strategy.

F.

NAME OF STRATEGY: RENTAL ASSISTANCE	CODE 13, 23
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- a. Summary of Strategy: Funds will be awarded to renter households that are in need of assistance for: (1) security and utility deposit assistance; (2) eviction prevention not to exceed 6 months' rent; and/or (3) rent subsidies for up to 12 months. To be eligible for rent subsidies, the households receiving assistance must include at least one adult who is a person with special needs as defined in S.420.0004 or homeless as defined in S. 420.621.
- b. Fiscal Years Covered: 2016-2017, 2017-2018 and 2018-2019
- c. Income Categories to be served: Extremely Low and Very-low
- d. Maximum award: \$10,000.00
- e. Terms:
6. Loan/deferred loan/grant: Funds will be awarded as a grant.
 7. Interest Rate: N/A
 8. Term: N/A
 9. Forgiveness/Repayment: N/A
 10. Default/Recapture: N/A
- f. Recipient Selection Criteria: Applicants who are homeless or at risk of homelessness (i.e., seeking eviction prevention) will be referred for assistance by the Homeless Trust's Coordinated Outreach Assessment and Placement (COAP) Program, and be assisted on a first-qualified, first-served basis. Applicants with one or more special needs household members may apply directly.
- Miami-Dade County Homeless Trust, has established the COAP to provide coordinated single entry referral and placement into permanent housing programs, including Rapid Re-housing Assistance. Referral to housing programs assisted by, or through partnerships with, the Homeless Trust is coordinated by the Homeless Trust's Housing Coordinator. All

persons entering the shelters, transitional housing and those engaged on the streets are assessed utilizing the VI-SPDAT assessment tool and referral is based on chronicity and medical vulnerability assessment scores and the housing assistance needed.

- Applicant must be an extremely low to very-low income homeless household and which may include at least one adult who is a person with special needs as defined in section 420.0004.

Eligibility will be performed on an expedited basis and may include alternate forms of documentation, such as current pay stubs and benefit letters, as well as oral verification of employment wages, other income, and assets.

- g. **Sponsor/Sub-Recipient Selection Criteria:** The City of Hialeah intends to administer this program through a sub-recipient agency, sponsor or agencies. A competitive Request for Proposals process in accordance with Chapter 67-37.005(6)(b)7 of the Florida Administrative Code will be conducted by the Miami-Dade County Homeless Trust to select an eligible sub-recipient agency or agencies. Eligible persons, sponsors or other sub-recipients of assistance under this program will be required to contractually commit and comply with all SHIP Program requirements and the Miami-Dade CoC Standards of Care, policies and procedures governing COAP and its Rapid Re-Housing Strategy.
- h. **Additional Information:**
 - The lease must be at least twelve months.
 - Assistance will be provided directly to the utility or landlord, not the assisted household.
 - Recipients of assistance must go through an assessment to determine likelihood of housing sustainability and stabilization once the assistance period runs out. Such assessment process shall be governed by the Homeless Trust's Rapid Re-Housing Standards of Care, policies and procedures. As long as the tenant meets the criteria after being assessed, they will receive the financial assistance. The sub-recipient, through the Stabilization Case Plan, will illustrate to the tenant how to maintain a proper budget so they can remain renting at the property once assistance is over or terminated.
 - Recipients of other ongoing rental assistance (such as Section 8) are not eligible to receive assistance under this Strategy.
 - Assistance will be limited to a one time grant not to exceed \$10,000 per household.

G.

NAME OF STRATEGY: RENTAL PRESERVATION	14
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- a. **Summary of Strategy:** Funds will be used for the preservation of rental developments including affordable rental developments owned and managed by the City of Hialeah. Funds will be used to update major systems in danger of failure, and make sure the units and common areas are decent, safe and sanitary so the property remains in good physical condition for an extended period of time. These units all serve the elderly, aged 62 years and over.
- b. **Fiscal Years Covered:** 2016-2017, 2017-2018 and 2018-2019
- c. **Income Categories to be served:** Low, Very-low, and very-very low
- d. **Maximum award:** \$500,000 per project/building, with a maximum of \$30,000 per unit
- e. **Terms:**
 1. **Repayment loan/deferred loan/grant:** For for-profit owners, funds will be awarded as a loan secured by a recorded subordinate mortgage and note and restrictive covenant.

For non-profit developers and City owned affordable housing projects, funds will be awarded as a forgivable loan secured by a recorded subordinate mortgage and note and a restrictive covenant.

2. **Interest Rate:** 0 %
3. **Years in loan term:** 15 years
4. **Forgiveness:**
 - a. For Non-profits and City owned properties, the loan will be forgiven at the end of the fifteen-year term.
5. **Repayment:** No repayment required for non-profit and city owned properties. For-profits, the loan is due and payable at the end of the term unless the City negotiates an extended loan term to secure affordable rental units in the best interest of the City's residents.

6. Default: For all awards, a default will be determined as: sale, transfer, or conveyance of property; conversion to another use, failure to maintain the units in decent, safe and sanitary condition, failure to pay all taxes, licenses, insurance when due, failure to comply with the terms of the written agreement and the restrictive covenants, failure to maintain standards for compliance as required by any of the funding sources. If any of these occur, the outstanding balance will be due and payable.

- f. Applicant Selection Criteria: All tenants must meet income qualifications of the SHIP program.

- g. Sponsor/Developer Selection Criteria:

Priority will be given to affordable housing rental housing projects owned and managed by the City of Hialeah.

For profit and non-profit property owners will apply to the City through an RFQ process when applications are open. The RFQ will require proof of property owner has experience in managing rental housing, proof of financial capacity, proof organization is in good standing, evidence of site control, proof that all licenses, taxes and insurance have been paid and are active, and the owner's ability to proceed with repairs.

The City reserves the right to select developments that meet all the above requirements and:

1. Properties that needs rehabilitation including disaster mitigation, green building, and universal design improvements.
2. Repairs that will preserve and improve existing units.
3. Leverage funding for rehabilitation improvements.

All funding awards will be subject to closing on other funding sources, if applicable.

- h. Additional Information: Property owners will be required to meet compliance reporting requirements to meet the statutory requirements for monitoring of SHIP rental units. For City owned property, the city may rely on monitoring reports from other federal or state monitoring reports.

III. LHAP Incentive Strategies

In addition to the **required Incentive Strategy A and Strategy B**, include all adopted incentives with the policies and procedures used for implementation as provided in Section 420.9076, F.S.:

A. Name of the Strategy: **Expedited Permitting**

Permits as defined in s. 163.3177 (6) (f) (3) for affordable housing projects are expedited to a greater degree than other projects.

Provide a description of the procedures used to implement this strategy:

1. Established policy and procedures: Provide Description: *Appointment of an affordable housing expeditor.* The City provides a form, with a priority number assigned, to identify and certify the affordable housing status of an application for a development order. A different colored folder will be used for these projects. In order to certify the application as involving affordable housing, a representative from the Dept. of Grants and Human Services will initially review the project to determine whether it meets affordability criteria and contact the Planning and Development Department. The same representative will act as an affordable housing expeditor charged with the responsibility of ensuring a consistent, expedited review of the project. In addition, the same staff person will act as an advocate and access person for developers of affordable housing projects if they encounter unexplained delays or problems. The Building Department will perform review in 10 working days for affordable housing residential projects.

- *Permitting process.* Pre-application site inspection for renovation. Grants Inspector shall conduct pre-application site inspections for applications for building permit for renovations, including interior changes, roof and façade alterations but excluding renovations involving structural repairs.

B. Name of the Strategy: **Ongoing Review Process**

An ongoing process for review of local policies, ordinances, regulations and plan provisions that increase the cost of housing prior to their adoption.

Provide a description of the procedures used to implement this strategy:

- Housing proposed policies, procedures, ordinances regulations, or plan provisions that increase the cost of housing that are reviewed by the Planning and Zoning Board. Written comments will be solicited and received from the Department of Grants and Human Services regarding the impact on affordable housing with respect to the application under review and consideration. The Department of Grants and Humans Services will in return submit its impact statement to the committee for consideration. This incentive is functioning as intended.

C. Name of the Strategy: **Impact Fees Exemption**

- Exemption from payment of Park, Recreation and Open Space Impact Fees for affordable housing properties developed and owned by the City of Hialeah. See

HIALEAH, FLA., CODE § 98-2530(5). Notice is provided to the Planning and Zoning Division stating that the Dept. of Grants and Human Services deems the project eligible for exemption. This incentive is functioning as intended.

D. Name of the Strategy: Expansion of Expedited Final Decisions

- The Planning and Zoning Board along with the City Council, has the authority to review limited nonuse variances which have no relation to change of use of property and which relating only to matters concerning setback requirements, landscaping requirements, sign regulations, floor area requirements, yard requirements, lot coverage, parking space requirements, height, width and length limitations for structures of buildings and spacing requirements between principal and accessory buildings. The review of the Planning and Zoning Board and City Council is limited to variance requests on qualified developed individual lots except that the Board and City Council may review requested variances and Final Decisions of undeveloped individual lots intended for development of affordable housing: See HIALEAH, FLA., CODE § 98-258. This incentive is functioning as intended.

E. Name of the Strategy: Revision of Parking Requirements for Downtown Development

- Required off-street parking areas are generally required to be located on the same lot, parcel or premises as the use to be served. However, in Commercial-Residential (CR) zoning districts, the maximum distance limitation for off-street parking was extended to a 600-foot radius of the main entrance of the mixed commercial-residential use served. In Central Business District (CBD) zoning districts, the maximum distance limitation was extended to a 900-foot of the main entrance of the mixed commercial-residential use served. This incentive is functioning as intended.

F. Name of the Strategy: Expanded Criteria for Granting Adjustments, Variances and Special Use Permits

- Expanded criteria for granting adjustments, variances and special use permits. Zoning variances, adjustments and special use permits are judged by the same criteria that includes a determination based on whether the development is in harmony with the general purpose and intent of the zoning code and the Hialeah, Fla., Land Development Code and consistent with the Hialeah, Fla., Comprehensive Plan and whether the development will provide substantial justice, not be contrary to the public interest and adversely affect the use and development of neighboring properties. This incentive is functioning as intended.

G. Name of the Strategy: Development Near Transportation Hubs and Major Employment Centers and Mixed-use Developments

- The City will support the possible development near transportation hubs, major employment centers and mixed-use developments, when land is available to do so. Any possible development, will require the developer to get in contact with the Director of Planning and Zoning to see what type of development can be done on the land in these areas and if any Variances or Final Decisions need to be done on the land. This incentive is functioning as intended.

IV. EXHIBITS:

- A. Administrative Budget for each fiscal year covered in the Plan.
- B. Timeline for Estimated Encumbrance and Expenditure:
Chapter 67-37.005, F.A.C. A separate timeline for each fiscal year covered in this plan is attached as Exhibit B. Program funds will be encumbered by June 30 one year following the end of the applicable state fiscal year. Program funds will be fully expended within 24 months of the end of the applicable State fiscal year.
- C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the plan.
- D. Signed LHAP Certification.
- E. Signed, dated, witnessed or attested adopting resolution.
- F. Ordinance: (If changed from the original creating ordinance). Not Applicable
- G. Interlocal Agreement. Not Applicable

LHAP 2009-001

Exhibit A

Revised: 6/2015

CITY OF HIALEAH

Fiscal Year: 2016-2017			
Estimated Allocation for Calculating:		\$932,425.00	
Salaries and Benefits		\$88,042.50	
Office Supplies and Equipment	\$		
Travel Per diem Workshops, etc.	\$		
Advertising	\$	5,000.00	
Other*	\$	200.00	
Total	\$	93,242.50	0.1
Fiscal Year: 2017-2018			
Estimated Allocation for Calculating:		\$932,425.00	
Salaries and Benefits		\$88,042.50	
Office Supplies and Equipment	\$		
Travel Per diem Workshops, etc.	\$		
Advertising	\$	5,000.00	
Other*	\$	200.00	
Total	\$	93,242.50	0.1
Fiscal Year 2018-2019			
Estimated Allocation for Calculating:		\$932,425.00	
Salaries and Benefits		\$88,042.50	
Office Supplies and Equipment	\$		
Travel Per diem Workshops, etc.	\$		
Advertising	\$	5,000.00	
Other*	\$	200.00	
Total	\$	93,242.50	0.1

Details: * Recording Fees for Satisfaction of Mortgage of past Clients.

Exhibit B
Timeline for SHIP Expenditures

CITY OF HIALEAH affirms that funds allocated for these fiscal years will

meet the following deadlines:

Fiscal Year	Encumbered	Expended	1 st Year AR	2 nd Year AR	Closeout AR
2016-2017	6/30/2018	6/30/2019	9/15/2017	9/15/2018	9/15/2019
2017-2018	6/30/2019	6/30/2020	9/15/2018	9/15/2019	9/15/2020
2018-2019	6/30/2020	6/30/2021	9/15/2019	9/15/2020	9/15/2021

If funds allocated for these fiscal years is not anticipated to meet any of the deadlines in the table above, Florida Housing Finance Corporation will be notified according to the following chart:

Fiscal Year	Funds Not Encumbered	Funds Not Expended	1 st Year AR Not Submitted	2 nd Year AR Not Submitted	Closeout AR Not Submitted
2016-2017	3/30/2018	3/30/2019	6/15/2017	6/15/2018	6/15/2019
2017-2018	3/30/2019	3/30/2020	6/15/2018	6/15/2019	6/15/2020
2018-2019	3/30/2020	3/30/2021	6/15/2019	6/15/2020	6/15/2021

Requests for Expenditure Extensions (close-out year ONLY) must be received by FHFC by June 15 of the year in which funds are required to be expended. The extension request shall be emailed to robert.dearduff@floridahousing.org and terry.auringer@floridahousing.org and include:

1. A statement that "(city/county) requests an extension to the expenditure deadline for fiscal year _____.
2. The amount of funds that is not expended.
3. The amount of funds that is not encumbered or has been recaptured.
4. A detailed plan of how/when the money will be expended.

Note: an extension to the expenditure deadline (June 30) does not relieve the requirement to submit (September 15) the annual report online detailing all funds that have been expended. Please email terry.auringer@floridahousing.org when you are ready to "submit" the AR.

Other Key Deadlines:

AHAC reports are due for each local government by **December 31** of the year prior to the local government's LHAP being submitted. Local governments receiving the minimum or less allocation are not required to report.

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FLORIDA HOUSING FINANCE CORPORATION HOUSING DELIVERY GOALS CHART 2017-2018											LHAP Exhibit C 2015 Please check applicable box				
Name of Local Government: CITY OF MIAMI											Estimated Funds: \$20,541.00				
											New Plan: <input type="checkbox"/>				
											Assessment: <input checked="" type="checkbox"/>				
											Fiscal Yr. Closeout: <input type="checkbox"/>				
	HOME OWNERSHIP	VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	A	B	C	D	E	F		
Code	STRATEGIES (strategy title must be same as the title used in plan text)	Units	Award	Units	Award	Units	Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	WORK Construction SHIP Dollars	Total SHIP Dollars	Percentage	Units		
3	OWNER OCCUPIED REHAB.	4	\$80,000	1	\$80,000				\$80,000.00		\$80,000.00	94.53%	5		
4	DEMOLITION/RECONSTRUCT.	0	\$20,000	0	\$20,000						\$0.00	0.00%	0		
5	PURCHASING ASSISTANCE	0	\$20,000	0	\$20,000	0	\$20,000				\$0.00	0.00%	0		
6	DISASTER REPAIR/REHABITATION	0	\$20,000	0	\$20,000						\$0.00	0.00%	0		
											\$0.00	0.00%	0		
											\$0.00	0.00%	0		
											\$0.00	0.00%	0		
											\$0.00	0.00%	0		
											\$0.00	0.00%	0		
											\$0.00	0.00%	0		
	Subtotal 1 (Home Ownership)	4		1		0		\$0.00	\$80,000.00	\$0.00	\$80,000.00	94.53%	5		
	RENTAL	VLI <td>Max. SHIP</td> <td>LI <td>Max. SHIP</td> <td>MI <td>Max. SHIP</td> <td>A <td>B <td>C <td>D <td>E <td>F</td> </td></td></td></td></td></td></td>	Max. SHIP	LI <td>Max. SHIP</td> <td>MI <td>Max. SHIP</td> <td>A <td>B <td>C <td>D <td>E <td>F</td> </td></td></td></td></td></td>	Max. SHIP	MI <td>Max. SHIP</td> <td>A <td>B <td>C <td>D <td>E <td>F</td> </td></td></td></td></td>	Max. SHIP	A <td>B <td>C <td>D <td>E <td>F</td> </td></td></td></td>	B <td>C <td>D <td>E <td>F</td> </td></td></td>	C <td>D <td>E <td>F</td> </td></td>	D <td>E <td>F</td> </td>	E <td>F</td>	F		
	STRATEGIES	Units <td>Award</td> <td>Units <td>Award</td> <td>Units <td>Award</td> <td>New Construction SHIP Dollars</td> <td>Rehab/Repair SHIP Dollars</td> <td>WORK Construction SHIP Dollars</td> <td>Total SHIP Dollars</td> <td>Percentage</td> <td>Units</td> </td></td>	Award	Units <td>Award</td> <td>Units <td>Award</td> <td>New Construction SHIP Dollars</td> <td>Rehab/Repair SHIP Dollars</td> <td>WORK Construction SHIP Dollars</td> <td>Total SHIP Dollars</td> <td>Percentage</td> <td>Units</td> </td>	Award	Units <td>Award</td> <td>New Construction SHIP Dollars</td> <td>Rehab/Repair SHIP Dollars</td> <td>WORK Construction SHIP Dollars</td> <td>Total SHIP Dollars</td> <td>Percentage</td> <td>Units</td>	Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	WORK Construction SHIP Dollars	Total SHIP Dollars	Percentage	Units		
13, 23	RENTAL ASSISTANCE	0	\$10,000								\$0.00	0.00%	0		
											\$0.00	0.00%	0		
											\$0.00	0.00%	0		
											\$0.00	0.00%	0		
											\$0.00	0.00%	0		
											\$0.00	0.00%	0		
	Subtotal 2 (Non-Home Ownership)	0		0		0		\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0		
	Administration Fees										\$62,854.10	10.00%	0		
	Admin. From Program Income										\$1,800.00	0.34%	0		
	Home Ownership Counseling											0.00%	0		
	GRAND TOTAL	4		1		0		\$0.00	\$80,000.00	\$0.00	\$80,000.00	94.77%	5		
	Act Subtotal 1 & 2, plus all Adm	4		1		0		\$0.00	\$80,000.00	\$0.00	\$80,000.00	94.77%	5		
	Percentage Construction/Rehab	Calculated by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.										97%			
	Maximum Allowable														
	Purchase Price:											New	\$20,269	Existing	\$20,269
	Allocation Breakdown	Amount		%				Projected Program Income:	\$30,000.00	Max Amount Program Income For Admin	\$1,800.00				
	Very-Low Income	\$805,895.25		80.4%				Projected Recaptured Funds:							
	Low Income	\$80,201.65		14.2%				Distribution:	\$625,241.09						
	Moderate Income			0.0%				Total Available Funds:	\$650,541.00						
	TOTAL	\$886,096.90		94.6%											

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Exhibit D
67-37.005(1), F.A.C.
Effective Date: 10/14

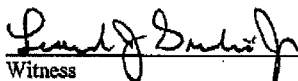
**CERTIFICATION TO
FLORIDA HOUSING FINANCE CORPORATION**

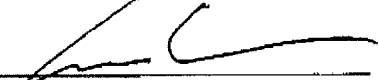
Local Government: CITY OF HIALEAH

- (1) The local government will advertise the availability of SHIP funds pursuant to Florida Statutes.
- (2) All SHIP funds will be expended in a manner which will insure that there will be no discrimination on the basis of race, creed, religion, color, age, sex, familial or marital status, handicap, or national origin.
- (3) A process for selection of recipients for funds has been developed.
- (4) The eligible municipality or county has developed a qualification system for applications for awards.
- (5) Recipients of funds will be required to contractually commit to program guidelines.
- (6) The Florida Housing Finance Corporation will be notified promptly if the local government (or interlocal entity) will be unable to comply with the provisions the plan.
- (7) The Local Housing Assistance Plan shall provide for the expenditure of SHIP funds including allocation, program income and recaptured funds within 24 months following the end of the State fiscal year in which they are received.
- (8) The plan conforms to the Local Government Comprehensive Plan, or that an amendment to the Local Government Comprehensive Plan will be initiated at the next available opportunity to insure conformance with the Local Housing Assistance Plan.
- (9) Amendments to the approved Local Housing Assistance Plan shall be provided to the Corporation within 21 days after adoption.
- (10) The trust fund shall be established with a qualified depository for all SHIP funds as well as moneys generated from activities such as interest earned on loans.
- (11) Amounts on deposit in the local housing assistance trust fund shall be invested as permitted by law.
- (12) The local housing assistance trust fund shall be separately stated as a special revenue fund in the local governments audited financial statements, copies of the audits will be forwarded to the Corporation as soon as available.

Exhibit D
67-37.005(1), F.A.C.
Effective Date: 10/14

- (13) An interlocal entity shall have its local housing assistance trust fund separately audited for each state fiscal year, and the audit forwarded to the Corporation as soon as possible.
- (14) SHIP funds will not be pledged for debt service on bonds or as rent subsidies.
- (15) Developers receiving assistance from both SHIP and the Low Income Housing Tax Credit (LIHTC) Program shall comply with the income, affordability and other LIHTC requirements, similarly, any units receiving assistance from other federal programs shall comply with all Federal and SHIP program requirements.
- (16) Loans shall be provided for periods not exceeding 30 years, except for deferred payment loans or loans that extend beyond 30 years which continue to service eligible persons.
- (17) Rental Units constructed or rehabilitated with SHIP funds shall be monitored at least annually for 15 years for compliance with tenant income requirements and affordability requirements or as required in Section 420.9075 (3)(e)
- (18) The Plan meets the requirements of Section 420-907-9079 FS, and Rule Chapter 67-37 FAC, and how each of those requirements shall be met.
- (19) The provisions of Chapter 83-220, Laws of Florida has or *X* has not
been implemented. (note: Miami Dade County will check "has")


Witness


Chief Elected Official or designee


Witness

Carlos Hernandez, Mayor
Type Name and Title

5/12/16
Date

OR

Attest:
(Seal)

RESOLUTION NO. 2018-029

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF HIALEAH, FLORIDA APPROVING A SECOND AMENDMENT TO THE STATE HOUSING INITIATIVE PARTNERSHIP (SHIP) PROGRAM LOCAL HOUSING ASSISTANCE PLAN (LHAP) FOR FISCAL YEARS 2016-2017, 2017-2018, 2018-2019, TO REVISE THE EXISTING OWNER OCCUPIED REHABILITATION STRATEGY, AND ADD A NEW AFFORDABLE HOUSING RENTAL PRESERVATION STRATEGY TO THE AMENDED LOCAL HOUSING ASSISTANCE PLAN (LHAP); AUTHORIZING THE SUBMISSION OF THE SECOND AMENDMENT TO THE LOCAL HOUSING ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the State of Florida enacted the William E. Sadowski Affordable Housing Act, Chapter 92-317 of Florida Sessions Laws, allocating a portion of documentary stamp taxes on deeds to local governments for the development and maintenance of affordable housing;

WHEREAS, the State Housing Initiatives Partnership (SHIP) Act, Sections 420.907-420.9079, Florida Statutes (2016), and Rule Chapter 67-37, Florida Administrative Code, requires local governments to develop a one to three-year Local Housing Assistance Plan outlining how funds will be used;

WHEREAS, pursuant to Hialeah, Fla., Resolution No. 2016-42 (April 26, 2016), the City approved the LHAP for Fiscal years 2016-2017, 2017-2018, and 2018-2019;

WHEREAS, pursuant to Hialeah, Fla., Resolution No. 2016-79 (August 9, 2016), the City approved the Amended LHAP for Fiscal years 2016-2017, 2017-2018, and 2018-2019 to add a new strategy;

WHEREAS, the City Council finds that its in the best interest of the residents of the City to amend the LHAP for Fiscal years 2016-2017, 2017-2018, and 2018-2019, to revise the existing Owner Occupied Rehabilitation Strategy, and add a new Affordable Housing Rental Preservation Strategy to the current Local Housing Assistance Plan (LHAP), which more effectively meets the housing needs of the public; and

WHEREAS, the Grants and Human Service Department has prepared a second amendment to the State Housing Initiative Partnership (SHIP) program Local Housing Assistance Plan (LHAP) for submission to the Florida Housing Finance Corporation for approval.

Resolution No. 2018-029
Page 2

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HIALEAH, FLORIDA; THAT:

Section 1: The foregoing facts and recitations contained in the preamble to this Resolution are hereby incorporated and adopted by reference as if fully set forth herein.

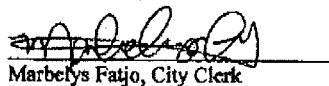
Section 2: The Mayor and City Council of the City of Hialeah hereby approve the Second Amendment to the State Housing Initiative Partnership Program Local Housing Assistance Plan (LHAP) for Fiscal Years 2016-2017, 2017-2018, and 2018-2019, to revise the existing Owner Occupied Rehabilitation Strategy, and add a new Affordable Housing Rental Preservation Strategy to the amended Local Housing Assistance Plan (LHAP).

Section 3: This resolution shall become effective when approved by majority vote of the City Council and signed by the Mayor or at the next regularly scheduled City Council meeting, if the Mayor's signature is withheld or if the City Council overrides the Mayor's veto.

PASSED AND ADOPTED this 27 day of March, 2018


Vivian Casals-Munoz
Council President

Attest: Approved on this 16 day of April, 2018.


Marbelys Fatjo, City Clerk


Mayor Carlos Hernandez

Approved as to legal sufficiency and as to form:


Lorena Bravo, City Attorney

S:\DDP\LEGISLATURE\RESO 2018\Second Amended LHAP.doc

Resolution was adopted by a 7-0 vote with Councilmembers, Caragol, Zogby, Lozano, Casals-Munoz, Hernandez, Garcia-Martinez and Cue-Fuente voting "Yes".